

ASH-CUM-RIDLEY PARISH COUNCIL

Minutes of the online meeting held on Thursday 21 May 2020, commencing at 7.45pm

Present: Cllr M Brown
Cllr Mrs Brammer
Cllr Mrs Clark
Cllr Mrs Clucas
Cllr Mrs Connell
Cllr F Cottee
Cllr Mrs Hobbs
Cllr Mrs Howie (arrived 8.18pm)
Cllr J Kelly
Cllr M Manley
Cllr V Ngwenya
Cllr P Nightingale

In attendance: Alison de Jager – Parish Clerk
Cllr D Brazier – Kent County Councillor
Cllr G Pender – Sevenoaks District Council

- 7863/20 Election of Chairman Cllr Mrs Brammer PROPOSED that Cllr M Brown be elected Chairman of the Parish Council for the 2020/21 municipal year. SECONDED: Cllr Mrs Hobbs and UNANIMOUSLY AGREED. His acceptance of office will be signed at the next physical meeting of the Parish Council.
- 7864/20 Apologies None
- 7865/20 Election of Vice Chairman It was PROPOSED by Cllr Mrs Connell and SECONDED by Cllr V Ngwenya and UNANIMOUSLY AGREED that Cllr Mrs Brammer be elected Vice Chairman of the Parish Council for the 2020/21 municipal year. Her acceptance of office will be signed at the next physical meeting of the Parish Council.
- 7866/20 Declarations Of Interest
- Declarations of Interest – Cllr P Nightingale declared an interest in the Sports Centre as his partner is an employee.
 - No changes to the Register of Interests. Members were reminded that any alteration or new interests must be registered with the Monitoring Officer within 28 days.
- 7867/20 Dispensations None received
- 7868/20 Minutes It was RESOLVED that the minutes of the meeting held on Thursday 16 April 2020 be approved and will be signed by the Chairman at the next physical meeting of the Parish Council. PROPOSED: Cllr Mrs Clucas SECONDED: Cllr F Cottee and AGREED.
- 7869/20 Casual Vacancy It was NOTED that following the resignation of Cllr I Mann, a notice has been placed on the Parish Council Noticeboard. Should an election be called, it will be held in May 2021.

7870/20
Appointment
of Committees
Working
Groups and
Representativ
es

- a. The Committees for the year 2020/21, their terms of reference and delegated powers were AGREED without change. PROPOSED Cllr M Brown SECONDED: Cllr Mrs Connell.
- b. The appointment of membership to committees was PROPOSED by Cllr Mrs Clark SECONDED: Cllr V Ngwenya and AGREED as follows:
- Burial Ground Committee: Chairman and Vice Chairman, ex officio, Mrs Clucas, Mrs Connell, Mrs Howie, M Manley, J Scott, Rev H Reeves and Mr B Parlett (Ash Church).
- Finance Committee: Chairman and Vice Chairman, ex officio, Sports Centre Management Committee Chairman, Cllrs J Kelly, V Ngwenya, P Nightingale.
- Personnel Committee: Chairman and Vice-Chairman, Chairman of the Finance and Sports Centre Management Committees.
- Planning Committee: Chairman and Vice Chairman, ex officio, Cllrs Mrs Clucas, Mrs Connell, F Cottee, S Glover, Miss Howie, J Kelly, N Lejot, M Manley, J Scott.
- Sports Centre Management Committee: Chairman and Vice Chairman, ex officio, Cllrs Mrs Clark, S Glover, J Kelly, M Manley, V Ngwenya, vacancy and the Sports Centre Manager.
- Youth Committee: Chairman and Vice Chairman, ex officio, Cllrs M Manley, Mrs Hobbs and J Kelly.
- Complaints Committee: Chairman, Vice Chairman, Cllrs Mrs Clark, F Cottee, J Scott.
- Northfield Management Committee: Chairman, Cllr Mrs Brammer and Cllr S Glover.
- Neighbourhood Development Plan Working Party: Cllrs M Brown, F Cottee, J Kelly, N Lejot (external members; Mr C Clark, Mr A Pett, SDC Planning Policy Team).
- Barnfield Park Liaison Group: Cllrs M Brown, N Lejot, J Scott
- New Ash Green Focus Group: Cllrs Mrs Brammer, M Brown.

c. The appointment of representatives to outside bodies was AGREED as follows:

Kent Association of Local Councils	Cllrs Mrs Brammer M Manley
New Ash Green Hall Committee	Cllr J Kelly
Health Liaison	Cllrs Mrs Clucas, P Nightingale
VA Greenlands Committee	Cllr S Glover
Bulletin and Websites	Vacancy
Thursday Lunch Provision	Cllr Mrs Clucas
Tree Warden	Cllr M Manley
Pond Warden	Cllr F Cottee
Footpaths	Cllrs Mrs Connell, Mrs Clark

Transport	Cllr Mrs Connell, M Manley
Highways Manley	Cllrs J Kelly, M
Brands Hatch	Mr D Brammer
New Ash Green Village Trust	Cllr Mrs Hobbs
Lances Almshouse Charity	Cllrs Mrs Brammer Mrs Connell, P Nightingale
Ash Village Hall Committee	Cllr Mrs Brammer
Hodsoll Street Village Hall Committee	Mrs J Cottee

7871/20
Complaints
Procedure

The Complaints Procedure review was carried out and CONFIRMED without amendment. PROPOSED: Cllr Mrs Connell SECONDED: Cllr J Kelly and AGREED

***The meeting was adjourned at 7.58pm to allow members to take part in the Clap for the NHS, Carers and Key Workers.
The meeting reconvened at 8.05pm***

7872/20
Freedom of
Information

a. The review of the information available under the model publication scheme was carried out without amendment . PROPOSED Cllr F Cottee SECONDED: Cllr Mrs Clucas and AGREED.

7873/20
Calendar of
Meetings

a. The dates and place of Parish Council and Planning Committee meetings for the 2020/21 municipal year were APPROVED, noting that virtual meetings will continue in accordance with Government Regulations.
b. Cllr Mrs Clark PROPOSED that the Annual Parish Meeting is held on Wednesday 12 May 2021 SECONDED: Cllr M Manley and AGREED

7874/20
Annual Parish
Meeting

a. It was NOTED that the Annual Parish Meeting scheduled for 06 May 2020 was cancelled. **The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020, Regulation 6(c).**
b. The Guest Speakers for 2020 will be invited to attend the 2021 Annual Parish Meeting and the Member of Parliament.

7875/20
COVID-19

a. It was NOTED that the Primary School will re-open for Reception, Year 1 and Year 6 pupils, with 15 pupils in each class.

7876/20
Planning

- a. Applications
SE/20/01042: The Manor House, North Ash Road, New Ash Green, DA3 8HQ – Amendment to SE/19/02006. Cllr Mrs Connell PROPOSED that the Parish Council does not object to this application as long as it does not conflict with local planning policy. SECONDED: Cllr M Manley and AGREED.
(Cllr Mrs Howie arrived)
SE/20/01198: Elm House, Billet Hill, TN15 7HG – Demolition of existing side conservatory. Erection of a 2 storey rear extension and single storey side extension incorporation roof lights and alterations to existing fenestration. Cllr J Kelly PROPOSED that the Parish Council objects to this application as the bulk impacts on the street scene and over intensification of the site. It is understood that permitted development rights for this site have been exhausted and that this further development may exceed the 50% rule for development in the Green Belt. SECONDED: CLLR Mrs Brammer and AGREED.
- b. The decisions, as set out in Appendix A to Agenda A/05/20 were RECEIVED and NOTED.
- c. Appeals
None at time of Agenda.
- d. Enforcements
None at time of Agenda.
- e. The minutes of the Planning Committee meeting held on 07 May 2020 were NOTED.

7877/20
Finance

- a. The current financial position and accompanying reports were NOTED.
- b. The cheques signed since the last meeting were authorised. PROPOSED: Cllr F Cottee SECONDED: Cllr V Ngwenya and AGREED.
- c. It was NOTED that the minutes of the meeting of the Finance Committee held on 19 May 2020 will be distributed with the June 2020 Agenda. *Cllr P Nightingale declared an interest as his partner is an employee at the Sports Centre and did not take part in the discussion.* All Sports Centre staff are currently furloughed with the government paying 80% of wages. The Parish Council have paid the 20% for April and May wages. Moving forward the Finance Committee has recommended that payment of wages is made in line with the Job Retention Scheme without the voluntary top-up from the Parish Council. This is in an effort to protect the long term security of jobs as the re-opening of the gym is expected to be slow. *(Cllr P Nightingale re-joined the meeting.)*
- d. It was NOTED that the Internal audit scheduled for 29 April 2020 will be carried out on 08 June 2020.
- e. The Statement on Internal Control for the year ending 31 March 2020 to enable members of the Parish Council to complete Section 1 of the Annual Governance Statement, Statement of Assurance of the Annual Governance and Accountability Return was considered and AGREED. PROPOSED: Cllr Mrs Clucas SECONDED: Cllr V Ngwenya and AGREED. The Chairman and Clerk will sign the Statement at the next physical meeting of the Parish Council.
- f. It was NOTED that the Annual Governance and Accountability Return (AGAR) cannot be completed until the Internal Auditor has completed his audit and signed the relevant portion of the AGAR. *(Cllr P Nightingale left the meeting at 8.58pm)*

- g. Cllr V Ngwenya PROPOSED that the Chairman's allowance for the year 2020/21 is authorised in the amount of £300.00 in accordance with the **Local Government Act 1972, Section 15(5)**
- h. The Assets of the Parish Council were confirmed as per the list, PROPOSED: Cllr Mrs Clucas SECONDED: Cllr V Ngwenya and AGREED.
- i. Insurance – the quotations received for the insurance for the Parish Council and Ash Green Sports Centre were considered and Cllr M Brown PROPOSED that the quote for a three year long term agreement from Zurich in the amount of £764.51 is accepted. SECONDED: Cllr M Manley and AGREED.
- j. Cllr Mrs Brammer PROPOSED that £750.00 is awarded to the New Ash Green Horticultural Association towards the fencing of the allotment boundary with Northfield. SECONDED: Cllr M Manley and AGREED.

7878/20
Sports Centre

- a. It was NOTED that Ash Green Sports Centre is closed due to the COVID-19 pandemic in line with government requirements.

7879/20
Northfield

- a. It was NOTED that the cutting of the fire-break, horse riding route, swathes and footpaths has been carried out.
- b. It was NOTED that the horse riding route has re-opened with 12 members.

7880/20
Burial Ground

- a. It was NOTED that construction of the Memorial Wall has started. Rev Helen Reeves has been going up to the Church twice a day to open the Church for the use of the contractors.

The meeting was suspended at 9.15pm to receive reports from the County and District Councillors.

The report from the County and District Councillors is attached to these minutes.

The meeting reconvened at 9.31pm

7881/20
Highways

- a. No report

7882/20
Footpaths

- a. SD307 is overgrown and has been reported to Kent Public Rights of Way

7883/20
Transport

- a. No report.

7884/20
Health

- a. No report.

7885/20
Ash, Hodsoll
Street, Ash &
New Ash
Green

- a. Ash –
- b. Hodsoll Street – Cllr F Cottee reported that Holywell Care Home and some local industries are working. The Village Larder in the telephone kiosk at the Village Hall has been successful.
- c. Ridley – Cllr Mrs Howie reported that Ridley has experienced a great

many visitors using public footpaths.

7886/20
Bulletin and
Website

- a. Bulletin – It was NOTED that the next edition of the Bulletin has been cancelled due to the COVID-19 restrictions.
- b. Website –

7887/20
Lunch
Provision

- a. The Cook continues to work from the Youth Centre preparing 18 take away meals to members of the Thursday Lunch Club that are delivered by volunteers. The Cook, her husband, the Clerk and Assistant Clerk were thanked for their work.

7888/20
KALC

- a. No Report

7889/20
Reports,
Circulars and
Correspond.

The reports, circulars and correspondence as set out in A/05/20 were NOTED.

The meeting closed at 9.41pm

Signed:
Chairman

Date: